

# **INFORMATION SHEET**

**PHYSICAL IMPROVEMENT FUNDING APPLICATION FOR  
2005 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
SUBMIT THE ORIGINAL AND 15 COPIES OF THE COMPLETED APPLICATION**

**Applicants must submit a Letter of Intent by 4:00 p.m. on September 23, 2004. Final deadline for completed applications is 4:00 p.m. on December 2, 2005. All applications or letters must be submitted to the Department of Housing and Neighborhood Development.**

Instructions: Community Development Block Grant funds must be used to provide services to City of Bloomington residents only and the project must be located within the city limits. All applications must be typed in a font no smaller than 12 point. DO NOT ATTACH ADDITIONAL SHEETS, other than those requested.

**IN ORDER FOR THIS APPLICATION TO BE CONSIDERED--YOU MUST:**

- Be incorporated.
- Have an accounting system compatible with Federal Regulations including but not limited to OMB Circular A-110 and OMB Circulars A-122, "Cost Principles for Non-Profit Organizations," or A-21 "Cost Principles for Educational Institutions," as applicable. Copies of these OMB Circulars are available upon request.
- Attach a copy of the last fiscal year's end Financial Statement, Balance Sheet, and Statement of Cash Flows.
- Attach the most recent audited financial report including the auditor's opinion letter. If the most recent audited financial report is over two years old, then submit the last two year's tax form 990. If you are applying for both Social Service funding and Physical Improvement funding, only one copy needs to be submitted.
- Have an affirmative action plan on file with the City of Bloomington's Legal Department by December 2, 2005.
- Eliminate ANY provisions or practices that discriminate or have the effect of discriminating.
- Obtain wage rates used in cost estimates from the Department of Housing and Neighborhood Development

If acquisition, construction or demolition is involved, you must discuss your plans with the City's Engineering Dept. (812-349-3417), Planning Dept. (812-349-3423) and the Monroe County Building Dept. (812-349-2580)

# ***Application Instructions***

## **PROJECT SUMMARY – SELF EXPLANATORY**

### **NATIONAL OBJECTIVES, PROJECT ELIGIBILITY AND BENEFITS**

- A) Indicate which national objective this project will address and explain how this will be accomplished.
- B) Your discussion should address how the program serves the needs of the community and its residents, how this need is quantified and documented by citing relevant data. Utilizing the Consolidated Plan 2005-2010 for the City of Bloomington, identify the public service category of your program and the priority need of this category. Specifically reference the Community Developmental Needs Table.  
[www.bloomington.in.gov/hand.grants.php](http://www.bloomington.in.gov/hand.grants.php) If applicable address how your program fits into the anti-poverty strategy (page 124) or other goals and objectives outlined in the Consolidated Plan. Include your organization's capacity to successfully implement this program and why your organization needs financial assistance to implement this program.
- C) Explain how this project will meet the needs and objectives of the City of Bloomington's Consolidated Plan 2005-2010. The Consolidated Plan is available on the City's webpage.
- D) Provide a description of the clientele this project is proposing to serve. Describe how the clientele will benefit from the project. List the number or estimate the number to benefit from the project. List your references used to derive this information. If your project involves housing, include any housing problems that may be unique to your clients. Examples may include, rents too high, needing more bedrooms, housing that needs persons with disabilities, needs assisted living arrangement, temporary shelter, etc.
- E1) Estimate the total number of unduplicated clients served. Utilizing the table provided, provide the number of extremely low-income, very low-income and low/moderate income clients who will be served by your project. Describe how you verify household income and residency.
- E2) Self-explanatory.
- E3) Describe your evaluation tools, including your benchmarks or objectives. Tell us about the data you will be collecting to evaluate your project.
- Grid Fill out the applicable portions of the Outcome Measurement Grid. This Grid will need to be filled out completely, if funded, at the end of the program year.

## **PLANNING AND IMPLEMENTATION SECTION**

- A) If you answered NO, list the owner(s) of the property. State if you plan to purchase or lease the property and the status of the purchase or lease. If you will not own the property, provide documentation of owner's approval of the proposed project.
- B) If the property is occupied at the time this application is submitted or will be any time from the submission of this application to completion of the project, you be subject to relocation expenses. It may not matter that a transfer of property is voluntary or that a lease agreement has expired. Relocation expenses are eligible CDBG expenditures but can be unpredictable and costly.
- C1) If the property IS NOT currently zoned for its intended use, an explanation should be given as to when zoning approval is being sought.
- C2) If any type of variance or approval is required prior to commencing the project you are requesting funding, you MUST list the type of approval needed, from whom the approval is needed and the status of receiving the approval. This will include approvals from all public boards and commissions who grant variances or other type of approvals.
- D) Is the property served by public utilities (public sanitary sewers, public water, natural gas, phone, electricity, etc.)? List what utilities are currently available on site and explain how the applicant is proposing to have other necessary utilities installed.
- E) Environmental Problems may encompass any one or more of the following:
- Lead based paint, flood plain management, impact on historic properties, noise regulation, proximity to hazardous facilities, wetlands protection, assessments analyzing the presence of hazardous material, protection of endangered species, and impact on aquifers, etc.
- Describe the problem and how you will go about addressing it.
- F) Provide the names of the person who wrote the project specifications and the contact person who will oversee the project, if funds are awarded. Describe their experience in administering similar projects.
- G) If NO, provide explanation as to the status of the project. Anticipated start and completion date needs to be provided whether or not you answered NO to Question F.
- H) Self-explanatory
- I) If funds are required to operate and maintain the project after construction, provide the source of the funds, the amount, and if you are seeking or have received these funds. Even if the project will be maintained by your agency, you still need to list it here.
- J) If income will be generated, explain how the income will be used (retire the property

mortgage, on-site maintenance and capital improvements, general agency expenses, etc.). If an asset or product is sold or leased, explain how the proceeds will be expended (purchases another asset to be resold, general agency expenses, etc.). Detail any covenants that you may place on the property.

- K) Describe any past CDBG funded projects that involved the agency over the past five years. Note the type of project funded, i.e. housing rehabilitation, acquisition, etc., the amount of money received, the year if known, and the status of the project. If the project has not been completed or is underway, state the status of the project and anticipated completion date.

### **PART 3 – FINANCIAL**

- A) List the estimated cost for this specific project and the funds that you have received or have committed for this project. List the amount you are requesting for this application.
- B) List all funding sources that you have received and are seeking for the project.
- C) If your agency will be providing any funding towards the project, state the dollar amount. Outline any in-kind contribution, by your agency or any other agency, and value if known that will be allocated towards the project.
- D) Provide a cost estimate breakdown on the project making sure that if any specific items are to be covered utilizing CDBG funds that they are noted. If CDBG funding is being requested on a percentage basis, state what percentage. **EXAMPLE:** Total cost of project is \$50,000. CDBG funds will be used to pay for 50% of the project or \$25,0000.
- E) State what part of the project can be completed if less than the requested amount is approved.